



DATE: September 9, 2016
TO: All Prospective Proposers
FROM: Wendy Johnson
RE: RFP 91405 – Commencement Photography Services
Addendum #1

This Addendum is the result of questions received from prospective proposers and amends the above referenced Solicitation document. Receipt of this addendum is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in your Proposal.

1. Can I get a copy of your logo so I can make sample products with your logo and colors?
The logo for your use is sent as a separate attachment to this Addendum.
2. Do I need to use the forms provided Appendix A, B, C or can I use my own forms?
Please use the forms provided. The forms are being provided in word format and sent as a separate attachment to this Addendum.
3. How many copies of the proposal would you like?
Please provide one original and one copy.
4. Are we permitted to email each graduate and their families their unique code or does all marketing come from the Communication plan?
As long as the code is related to viewing proofs, it is fine for the Contractor to communicate directly with the student. The Contractor can only email the graduate about viewing proofs, and not family members. That said, once communication is established with a graduate, it is fine if the Contractor encourages the graduate to pass along the viewing link to his/her family or friends. But it has to be up to the graduate whether to forward this information.
5. Clarification regarding Small Business:
Firms do not need to reside or work in Maryland to register and become certified as a Small Business.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

Solicitation Number: 91405

PROPOSAL DUE DATE: September 21, 2016, no later than 2:00 p.m.

SOLICITATION FOR: Commencement Photography Services

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 9/9/2016

Addendum No. dated

Addendum No. dated

As stated in the RFP documents, this form is included in our Technical Proposal.

Signature

Name Printed

Title

Date

END OF FORM